

BAY AREA AIR QUALITY MANAGEMENT DISTRICT  
SUPPLEMENTAL APPLICATION

**SENIOR ACCOUNTING ASSISTANT**

OPEN: September 8, 2006

CLOSE: September 22, 2006

**Instructions:** You must respond to each of the following questions below. Please limit your responses to one page per question. This information may be used to determine those applicants with the most directly related experience, education, and training to continue in the selection process. **Please do not combine your responses or reference your application, resume, or any other requested documentation that you have included with your application packet to answer a question.**

Please be advised that the information you provide will be evaluated "as is" and incomplete or illegible applications will likely receive lower ratings. Therefore, it is very important to provide a concise, organized, and easy to follow response to each question.

1. Please describe your education and training that qualifies you for the position. Include your area of study and any degrees or certificates received. Also, indicate applicable coursework completed and the number of semester units for each course.
2. Please describe your experience in accounting, budgeting, and/or auditing that qualifies you for the position. Include your title, name of employer, and number of years of experience. If this work was not the primary function of a full time position, you must provide the number of hours per week you performed accounting work and for what duration (e.g. 20 hours a week for one year). Include any governmental accounting experience.
3. Describe your experience in preparing trial balances, journal entries, reconciliations, or other financial documents. Include the types of documents you prepared, the frequency (monthly/yearly) and the number of years of experience.
4. Describe your experience with financial systems. Include the types of computer programs you used and the number of years of experience or level of expertise.

*Please return this signed form attached to your responses.*

I certify that the information provided on all application materials is accurate and complete to the best of my knowledge. I understand that any falsification may cancel any terms, conditions, or privileges of employment.

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_